

Joint Leadership Council of Veterans Service Organizations
Meeting Minutes
March 15, 2006

A meeting of the Joint Leadership Council of Veterans Service Organizations (JLC) was held on Wednesday, March 15, 2006, in the Main Auditorium in the Pocahontas Building – 900 East Main Street in Richmond.

Members Present

Jim Aucoin, *AMVETS*; Mason Botts, *Air Force Association*; Vince Burgess, *Commissioner, Department of Veterans Services*; David Ellis, *NAUS*; Paul R. Fink, *U. S. Navy Cruiser Sailors Association*; J. Pat Green, *Roanoke Valley Veterans Council*; Robert O. Gray, *American Ex-Prisoners of War*; John T. Jackson, *Paralyzed Veterans of America*; Norman Jasper, *Military Order of the Purple Heart*; James Jones, *Korean War Veterans Association*; Daniel Miller, *Disabled American Veterans*; Connie T. O'Neill, *American Legion*; Richard J. Rinaldo, *Legion of Valor of the U. S., Inc.*; R. Goodwin Sacra, *Navy Seabea Veterans of America*; Richard Schneider, *Non-Commissioned Officers Association*; Tom Stephen, Jr., *Reserve Officers Association*; Frank Wickersham, *MOAA*; and Sam Wilder, *Association of the United States Army*.

Members Absent

John Anderson, *Chairman, Board of Veterans Services*; John C. Bonnell, Jr., *Marine Corps League*; George Dumas, *Homeless and Disabled Veterans*; John Dunleavy, *Veterans of the Battle of the Bulge*; Thomas Snee, *Fleet Reserve Association*; and Peter Snelling, *Veterans of Foreign Wars*

Others Present

Delegate Kirk Cox
The Honorable John Marshall, Secretary of Public Safety
Bert Boyd, Virginia Department of Veterans Services
Steven Combs, Virginia Department of Veterans Services
Andrew Edwards, Virginia Department of Veterans Services
Robert Shackelford, Virginia Department of Veterans Services
Kenneth Smith, Virginia National Guard Association
Jenny Holbert, Women Marines Association
Marie Juliano, Women Marines Association

Materials Distributed

Meeting Agenda; draft Minutes of the September 14, 2005, meeting; Department of Veterans Services Fact Sheet; Virginia Department of Veterans Services Legislative and Budget Items

Related to Joint Leadership Council of Veterans Service Organizations' 2006 Legislative Agenda, Adopted July 13, 2006; Department of Veterans Services FY 07/08 Proposed Operating Budget; HB 1383 (enrolled); SB 359 (enrolled); HB 1465 (enrolled) HB 695 (House Substitute); SB 121 (House Substitute); SB 139 (Senate Substitute); HB 628 (enrolled); HB 1413 (enrolled); HB 1272 (Senate Substitute); Summary sheet – House of Delegates Amendments to HB30; Summary sheet – Senate Amendments to SB30; Letter dated December 30, 2005 to Senator John S. Edwards, Senator Jay O'Brien, Delegate Mark L. Cole, Delegate Kirk Cox and Delegate Vivian Watts – RE 2006 Budget – Department of Veterans Services

Opening and Pledge of Allegiance

The Chairman called the meeting to order at 11:00 a.m. in the Main Auditorium of the Pocahontas Building, 900 East Main Street in Richmond. The Council was led in reciting the pledge of allegiance to the American Flag and in prayer.

Commissioner Burgess introduced The Honorable John Marshall, Secretary of Public Safety. In his opening remarks, Commissioner Burgess stated that he had worked with the Secretary in his former position at the Department of Motor Vehicles. He commented that the Secretary was very committed to veterans' issues, and the work of the Department of Veterans Services fell in line with other agencies' services in the Public Safety Secretariat.

Opening Remarks – Secretary of Public Safety John Marshall

Secretary Marshall stated his pleasure in attending the meeting. He referenced Governor Kaine's signing of the Executive Order during the first couple of weeks of his Administration, transferring the Department of Veterans Services from the Secretariat of Administration to the Secretariat of Public Safety. He stated that the main reason for this transfer was to include the Department with two of the agencies that the Secretariat of Public Safety has oversight: the Department of Military Affairs and the Virginia National Guard. The Secretariat of Public Safety has also been involved with the Citizen Soldiers Support Council, created under the Warner Administration by executive memorandum. An Executive Order is being drafted to continue the Council, of which the Secretary of Public Safety will serve as Chair.

Secretary Marshall stated that it was a privilege to have the Department of Veterans Services under the Secretariat of Public Safety, and looked forward to working with the Department and its Boards/Councils. He endorsed the leadership of Commissioner Burgess and his commitment to veterans issues, and pledged his support. He stated that he is very interested in learning and saw his role as working "*for*" the veterans, rather than working "*with*" the veterans.

Roll Call of VSOs and Quorum Determination

The roll was called. Seventeen of twenty-two voting members were recorded as present, and a quorum was determined. Chairman Wickersham thanked members of the JLC for turning out in such high numbers to conduct the business of the Council.

Introduction of Guests

Chairman Wickersham introduced and welcomed Kenneth Smith, Virginia National Guard Association, Jenny Holbert, Women Marines Association, and Marie Juliano, Women Marines Association, whose groups are prospective members of the Joint Leadership Council.

Review and Approval of September 15, 2005 Meeting Minutes

After review of the minutes of the September 15, 2005 meeting, Chairman Wickersham asked for any corrections, additions or deletions. There being no changes, a motion was made and seconded to approve the minutes. The motion was carried unanimously.

Commissioner's Update

Chairman Wickersham formally introduced Commissioner Vince Burgess of the Department of Veterans Services (DVS). He stated that in the short time he has known Commissioner Burgess, he has found him to be most competent and he commended him for the outstanding, professional leadership he has provided the DVS.

Commissioner Burgess thanked Chairman Wickersham for his kind remarks. He stated that this was his first meeting with the JLC and he was impressed with the membership, as well as the potential new members, of the Council. He encouraged the Council to include even more groups to represent the many veterans in the Commonwealth of Virginia. He stated that his role was to *"serve the veterans of Virginia and to do all possible to ensure that they received the benefits to which they are entitled."* He introduced the DVS staff present - Bert Boyd, Chief Operating Officer; Steven Combs, Assistant to the Commissioner; Robert Shackelford, part-time Chief Financial Officer, and Andrew Edwards, DVS Webmaster.

Commissioner Burgess gave highlights of DVS as follows:

Benefits:

- 28 Veterans Service Representatives
- 19 Field Offices across the state. DVS has been periodically sending a scheduled report listing itinerant offices around the state. DVS will continue to send updates as necessary

Care Center Services

Virginia Veterans Care Center

- Renovations underway – anticipated completion date: May/June

Sitter-Barfoot Veterans Care Center

- Groundbreaking ceremony held on November 1, 2005
- Anticipated completion date: April/May, 2007
- Anticipated opening date: July 2, 2007
- Will begin hiring in January 2007, starting with Administrator, Director of Nursing, etc. so that when July 2, 2007, staff will be there to take in patients

Hampton Roads Veterans Care Center

- Study completed indicating need for third care center
- Most likely site for the Hampton Roads Veterans Care Center will be next to the Hampton VA Medical Center. There is property that the Medical Center is willing donate for the Center.
- Proposal submitted to the USDVA for funding – project currently ranked 127 of 128 projects. However, once the Commonwealth commits its 35% share, the project will move to a higher ranking. The Commonwealth committed to its 35% share during the 2006 legislative session
- Project is 3-4 years out
- Commissioner Burgess has asked the Veterans Care Center Advisory Committee to begin thinking of strategies and locations for a fourth care center

Cemetery Services

- Virginia Veterans Cemetery (Amelia) – 181 burials in 2005
- Albert G. Horton, Jr. Memorial Veterans Cemetery (Suffolk) – 442 burials in 2005
- In January and February of 2006, burials at two facilities were the highest ever
- Construction plans for a third cemetery in Southwest Virginia at the Radford Army Ammunition Plant are under consideration. The federal government has 90 acres of land that could be donated to the Commonwealth. Legislation has been passed to allow the Commonwealth to accept the property

Educational Services

- Two part-time positions hired July 1, 2006

DVS Administration

Financial Management System (FMS)

- Should be implemented within the next 30 days. The FMS was part of the Internal Audit performed on DVS which stated that the department needed a more comprehensive and effective management system. Robert Shackelford, DVS CFO, has identified a system which had been used at the Department of Mental Health, Mental Retardation and Substance Abuse Services. Secretary Marshall has given his approval and the system is now being reviewed by the Virginia Information Technologies Agency (VITA). DVS is hopeful to get the first phase implemented by July 1, 2006. The FMS is critically needed, particularly with the opening of the new Sitter Barfoot Veterans Care Center in 2007, to be able to effectively track finances.

DVS Communication Plan

- Presented to the Board of Veterans Services at its January 10th meeting. The Communications Plan is continually being refined for implementation.

DVS Strategic Plan

- Will be updated after General Assembly Session

Citizen Soldier Support Council

- The JLC and DVS will officially become a part of this Council per the Secretary of Public Safety

Chairman Wickersham asked the Commissioner to give a brief summary of the DVS boards/councils.

- Commissioner Burgess reiterated his high esteem for the uniqueness of the JLC in bringing together the key service organizations. He stated that this is critical to the success and mission of the organization in continuing to get the word out to the veterans and their families and to provide the services they deserve. He stated that in his 30 years in state government, he had never seen the type of bi-partisan support of veterans services as has been shown in the General Assembly. He encouraged the JLC to take advantage of this bi-partisan support and manage the opportunities and expectations.
- The Board of Veterans Services (BVS), of which he is a voting member, is a very critical component, as it is the policy-making authority as specified by code.
- The Veterans Services Foundation is a unique organization. There are very few such organizations throughout the country – one or two. Commissioner Burgess plans to talk or meet with his counterpart in Kentucky to learn more of how their organization functions and will possibly bring new ideas for implementation by the Veterans Services Foundation. The Foundation will have a one-day retreat in April to discuss its role/mission.
- The Virginia Veterans Care Center Committee is an advisory committee which works with the Commissioner on Care Center issues.

The Commissioner encouraged members to make their organizations aware of their membership term expirations on June 30, 2006. Reappointments would become effective July 1st.

Old Business

Chairman Wickersham commended JLC Vice-Chairman Sam Wilder for his leadership and hard work in promoting veterans legislation during the General Assembly session. Mr. Wilder briefed the JLC on “lessons learned” during the session. A handout was distributed.

In summary, lessons learned were:

- Start early
- Speak with one voice
- Coordinate with “allies”
- Get a patron
- Prioritize
- Need a game plan for the General Assembly

Connie O'Neill commented that there was no reference to the Board of Veterans Services (BVS) and the role they played in supporting the JLC legislative agenda. He stated that during his tenure as Chairman of the JLC, he asked if the Board would be advocates for the JLC.

Mr. Wilder stated that he was aware that Dr. Anderson, Chair of the Board of Veterans Services, had written a letter to all legislators on the Board asking for their support of DVS legislative issues. Delegate Cox initiated legislation as a result. However, to his knowledge, nothing happened with the remainder of the JLC legislative agenda. He stated that JLC members took the initiative to meet with legislators and others to gain support of the JLC legislative agenda.

Chairman Wickersham stated that he had attended the BVS meetings and distributed the JLC legislative agenda. He explained that the BVS's focus and charter are more so geared to care centers, benefits and strategic plan. He stated that when it comes to other issues, the JLC is the power to move the JLC agenda forward. The JLC will be more effective with the BVS by educating them, and the legislative members on the board, as to the importance of the JLC legislative agenda.

Mr. Wilder stated that the JLC is most active in advocating at a time when the Departments' budgets are confidential. During this time, he was unaware of exactly what to say regarding DVS's budget; however, after the Governor's budget was released, DVS issues/needs could be addressed. He suggested that a mechanism be developed to determine a way that the DVS could keep the JLC informed so that the JLC could assist in Department efforts.

Commissioner Burgess focused the JLC's attention to the letter in the agenda packets dated December 30, 2005 from Chairman Anderson to legislative members of the BVS. He agreed that the BVS's issues are more focused on the Department and its needs, in contrast to the broader JLC issues. He concurred with Mr. Wilder regarding confidential budget documents. However, he encouraged the JLC to review the department's strategic plan and service area plans. He stated that the department's mission is embedded in the plans and it is inclusive of guidance from each of the Boards/Councils. The Commissioner suggested that the plans might possibly be reduced to a more manageable document for the JLC. He stated that the strategic plan will be updated once the Governor has signed off on the budget.

Secretary Marshall concurred with the Commissioner's assessment of the budgetary procedure. He stated that there is a disconnect during the process. However, he stated that one of the reasons for the confidentiality is because documents are 'works in process' and are constantly changing. If there was no confidentiality, there would be a risk of exposing inaccurate, out-of-date information. The present process prevents this risk.

For the JLC's information and use, the Secretary stated that he would work with Commissioner Burgess in providing the JLC with the timelines of the different budget cycles during the budget process.

Chairman Wickersham commented that he believed the JLC issues were made known to both the BVS and the Governor, and that the messages were received. In the interim between the budget submissions and the release of the Governor's budget in December, over the coming months, the JLC will do more to have its list ahead of time, and even before. In this way, while the JLC is trying to inform the Governor, others may be informed as well. He stated that he believed that the process went very well this year. The transfer of the agency to the Public Safety secretariat is necessary to lead more effectively and make the issues/information known.

Mr. Wilder stated that this year, members of the JLC had met with the Governor and advised him of JLC legislative issues. He stated that the Chief of Staff, Bill Leighty, was most helpful in providing guidance and pointing members in the right direction.

Chairman Wickersham thanked Mr. Wilder for his report.

The Chairman then recognized Mr. Pat Green. Mr. Green discussed the cemetery in Southwest, Virginia and focused the members' attention to HB 1430 and SB 359 – Veterans Cemetery: Department of Veterans Services authorized to accept donated property in SW Va. He expressed his pleasure over the passage of this legislation, which is now awaiting the Governor's desk for his signature.

Mr. Green distributed information regarding the Southwest Virginia cemetery. He stated that the land for the cemetery is federal land. He has made contacts with Senator Allen and Representative Boucher, and they have appointed persons in their offices to make sure the federal legislation is written to be made part of the Department of Defense's Appropriations Bill. This legislation will be signed in December/January of next year, and gives direction to the Department of the Army to transfer the land to the state of Virginia. This is called a quick claim deed.

Presently, the land is being surveyed. It is located in Dublin, Virginia. The land had not been surveyed for 40 years or more. The southwest Virginia cemetery will balance veterans cemeteries across each region of the state. He requested members to ask their presidents and to contact Rob Smith, (lead staffer for Congressman Boucher' Office), and Jason Money (lead staffer with Senator Allen's Office), and emphasize the importance to have the veterans cemetery in Southwest Virginia. They should be informed that surveys of the land will be hand-carried to their offices. He stated that the legislators are extremely busy, and the more contacts made, the more focus will be given to attending to this issue. Len Diioia of the Radford Army Ammunition Plant, is responsible for making sure the cemetery deal transpires. His contact information is (540)659-8647; e-mail: Len.Diioia@us.army.mil.

Daniel Miller requested that JLC members be informed when the legislation is assigned a federal bill number in order to rally support for the legislation.

Chairman Wickersham will work with Pat Green in developing a sample letter for JLC members' use.

Chairman Wickersham thanked Mr. Green for his report.

Chairman Wickersham then referred the members to page 8 of the September 14th minutes. At the September 14th meeting, a change was proposed to the JLC Constitution to allow alternate representatives to attend business meetings to ensure a quorum is met. A motion was made and seconded to accept the proposed changes to the JLC Constitution. The floor was open for discussion.

At the September 14th meeting, the proposed change stated:

The Organizational Representative will be appointed by the Governor of the State of Virginia. The Alternate will be appointed by the President of each member organization and must attend at least one JLC meeting each year with or without carrying a proxy vote of the appointed member. A written Proxy signed by the State President of the member organization must be presented at the JLC meeting for the Alternate to be able to vote at that meeting.

Questions were entertained. Chairman Wickersham stated that JLC needed to make a modification to its Constitution that stays true to the legislation, which is very broad. The JLC needed to make sure that persons sent to represent JLC members absent at meetings are bonafide and of good charge.

A motion was made to amend the 5th sentence in the proposed change to read:

A written Proxy signed by the ~~State~~ President of the member organization must be presented at the JLC meeting for the Alternate to be able to vote at that meeting.

The motion was seconded and carried unanimously.

Mr. Green mentioned that legislation had also passed the Senate and the House to provide JLC members travel reimbursement effective July 1, 2006.

The JLC meeting stood in recess for lunch.

New Business

Chairman Wickersham called the meeting back to order at 1:10 p.m.

The Chairman stated that there have been questions raised by the Merchant Marines regarding having the Merchant Marine plaques displayed at state-operated cemeteries. However, Chairman Wickersham stated that the DVS follows the federal regulations for cemeteries, which recognizes only the five services – Army, Navy, Marine Corps, Air Force and Coast Guard.

Next, Chairman Wickersham asked for recommendations/nominations for legislative honorees that should be recognized for their support of JLC issues. Names submitted were:

- Delegate Frank Hargrove
- Senator John Edwards
- Delegate Allen Dudley
- Senator Jay O'Brien
- Delegate Kirk Cox

The proceedings were suspended due to the arrival of Delegate Kirk Cox.

Delegate Cox gave his perspective of the 2006 General Assembly session relative to veterans and military affairs issues. He stated that since his tenure with the General Assembly (since 1990), he felt it was the best year for veterans. He commended Commissioner Burgess, Governor Warner, Governor Kaine and the great support from the Republican caucus.

Key veterans issues:

Third veterans care center

- \$50,000 spent on a study last year
- Study indicated that a care center should be in Hampton and could probably justify a fourth care center in Chesapeake
- Section I bill submitted – this bill set it apart and gave priority
- Bill passed House and Senate
- Treasury Loan of \$14.6 million – state's 35% share
- Budget amendment in House; comparable amendment in Senate
- Currently, the third care center is rated 127 of 128 on the USDVA proposal priority listing. Once the funding is approved in the budget, priority ranking will move up rapidly.

Claims Officers

- Last year, tremendous progress made in field claims officers. A bill was created constituting a ratio of the number of claims officers per veteran
- Administrative support funded this year (House/Senate/Governor)
- Funds to improve field offices
- Secretary of Technology interested in helping with technology issues

Cemeteries

- Bill to approve a cemetery in Southwest Virginia

Other veteran legislation

- In-state tuition
- Fisher House: Senate – \$1 million; House – \$500,000
- Virginia War Memorial: Funding for "Into Battle" video and for the education wing

Delegate Cox stated that most of the major items pushed for were included this year's budget. There was recognition among all the parties. He stated that he was very pleased with the outcome regarding veterans issues.

Connie O'Neil asked other than a different attitude by government toward veterans, if Virginia had more money to do nice things? Delegate Cox responded that it is always easy to do more when there is a surplus; however, there are a number of other areas that need funding as well. He stated that for the first time in years, he believed veterans got their fair share of the budget. He stated that there is a combination of reasons for this, namely: veterans/veterans organizations have lobbied hard; recognition level has increased; veterans groups are much more organized; veterans groups have prioritized much more of what they want; legislators are more aware of veterans issues.

He stated that the legislative support should be taken advantage of while it lasts. He also emphasized that veterans groups should never "let down their guard." Generally, as soon as this is done, someone also gets ahead with other issues.

The JLC gave accolades to Delegate Cox and other legislators on the Board of Veterans Services who played key roles in helping to get legislation passed. Delegate Cox commented on the superb leadership and support of Commissioner Burgess and Steven Combs in working with him to make sure veterans issues were being addressed.

Discussion was entertained regarding Delegate Suit's bill, HB 695: In-state tuition for dependents of active duty military personnel. Delegate Cox stated that although he was unable to spend as much time as would have liked to on this bill, there was still a substantial victory. He stated that the focus was placed on what was "doable" this session. The big issue is whether the bill will be expanded. Sam Wilder stated that in MOAA, the bill originally included in-state tuition for active duty and reserves, the military member and dependents. However, the final bill covered in-state tuition for dependents only. He commended Delegate Suit for the approach taken in wording the legislation, such that it did not have to go to the Finance Committee, and there was no financial impact. The veterans dependents are considered part of the in-state pool, rather than the out-of-state pool. He asked Delegate Cox if the climate is such that it would be worthwhile to present legislation during the next session to include in-state tuition for active duty and reserve members. Delegate Cox responded that this would be a good approach for next year's session.

Chairman Wickersham asked Secretary Marshall and Commissioner Burgess to join him in presenting Delegate Cox with a recognition plaque on behalf of the JLC. He commended and thanked Delegate Cox for his effective leadership in presenting veterans legislation over the years.

New Business - Resumed

Chairman Wickersham resumed the discussion of legislative honorees. He restated the names that had been submitted; namely, Delegate Hargrove, Senator Edwards, Delegate Dudley,

Senator O'Brien, Delegate Cox, Delegate Suit, Delegate Lingamfelter, Delegate Janis and Delegate Cole. Delegate Watts and Delegate Crockett-Stark were added to the list.

Chairman Wickersham, along with Commissioner Burgess, will design a letter on behalf of the JLC thanking members of the House of Delegates and Senate for the support [show] exhibited for veterans issues during the 2006 General Assembly session. An update will be given at the next JLC meeting. He encouraged members to submit any other names of legislators whom they felt should be recognized. He emphasized that both the current and past governors, as well as, the current Commissioner of DVS should be recognized.

2007 Legislative Issues

Chairman Wickersham asked each member to propose legislative issues that the JLC should focus on for the 2007 General Assembly session. Suggestions were as follows:

- Waive the toll fee for DAV vans that transport veterans to/from the VA facilities
- Development of an ad-hoc Committee in the General Assembly -- Veterans Services Committee that would track veterans legislation for a period of two-years to determine the need for a permanent committee.
- Special veterans parking in state facilities
- State tax exemptions (income tax; personal property) for 100% in-service disabled veterans
- State tax credits or other incentives for employers who hire guard and reservists
- Make veterans in Virginia aware of Veterans Administration requirements for admission in the new Veterans Care Centers
- Long-term care for spinal cord injury veterans at veterans care facilities
- Long-term care for polytrauma veterans at veterans care facilities
- Better support for national guard and reserves (i.e. support for Team Virginia Family Centers to be located at places away from military installations)
- Veterans Foundation to help raise funds for Fisher House
- In-state tuition for active duty and reservist military members
- Authorize veterans care centers to be placed in a special category so veterans organizations will be allowed to operate the canteen, rather than canteens being operated by the Department of Blind and Visually Handicapped (per state regulations).
- Get local veterans groups to support Fisher House project
- Qualifications to the "CHAMP"
- Support for Fisher House project
- Pre-taxed health care benefits
- Exemption from state income taxes while out of state (active/reserve, etc.)

* **Connie O'Neil noted that the** American Legion Convention will meet in March. Resolutions will be shared with the JLC after that time.

***Norm Jasper noted that the** Military Order of Purple Hearts – (State Convention in May; National Convention in August) Resolutions will be shared with the JLC after that time.

*Kenneth Smith, Virginia National Guard Association, stated that the State Association Conference would be held in April and resolutions would be shared with the JLC after that time. Secondly, he informed the JLC that he did not represent the Adjutant General's Office, and he would need to discuss issues with him prior to officially proceeding with legislative agendas. He stated that he could; however, share some of the issues being reviewed:

- State tuition assistance
- Legislative offices
- Re-enlistment of offices
- Health care for soldiers
- Family Support Centers
- State retirement
- State tax exemptions
- ESGR credits to employers

*Jenny Holbert, Women Marine Association, proposed legislation to prevent military protest.

Chairman Wickersham stated that when organizations are fortunate to gain services/benefits for veterans, reservists, guard, etc., it is important that veterans are made aware, as well as, have access to the services/benefits. He instructed members to make these two issues -- "awareness and access" -- prevalent when meeting with their respective veterans organizations regarding state issues.

Chairman Wickersham reiterated the effectiveness of the JLC. As the organization progressed with its issues, he asked that members think in terms of: (1) awareness; (2) access; (3) **rank ordering/prioritizing** efforts **in order** to become even more effective "on the hill."

Mr. Miller stated that a nominating committee for JLC upcoming officers should be appointed. Chairman Wickersham asked if he would chair this committee. Mr. Miller agreed to do so.

Public Comment

There was no public comment.

Determination of Date and Location of Next Meeting

The next meeting of the JLC will be on Wednesday, May 17, 2006, 10:00 a.m. – 2:00 p.m. at the American Legion Department of Virginia Building, 1708 Commonwealth Avenue in Richmond.

Secretary Marshall thanked Chairman Wickersham for the opportunity to speak before the JLC, and on behalf of the Governor, thanked him for his leadership and members of the Council for their services. Chairman Wickersham thanked Commissioner Burgess and DVS staff for hosting the meeting.

There being no further business, the meeting was adjourned.